

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: All production facilities used in the manufacture of the product(s) ordered under this contract must be located within the CENTRAL area. See map herein.

BID OPENING: AUGUST 28, 2000

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME.

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL THE IRS DESK (202) 512-0307. NO COLLECT CALLS.

SPECIFICATIONS

U.S. Government Printing Office (GPO)
Washington, DC

Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Pub. 310.2) and Quality Assurance Through Attributes Program (GPO Pub. 310.1) in effect at the time the offer is submitted. In case of conflict between these specifications and Contract Terms and/or Quality Assurance Through Attributes, these specifications will govern.

OVERVIEW: These specifications are for the procurement of a portion of the printed forms for the annual Federal Income Tax program. This program includes a time critical order fulfillment program which depends upon receipt of material by a certain date. Failure to ship material on schedule can cause the Government excess costs for premium transportation and/or back order processing. All or a portion of the costs which are attributable to failure to ship on schedule can be assessed as actual damages.

Note: Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalent. At a future date, metric measurements will be used exclusively in all specifications.

PRODUCT: 272 page publication with separate wraparound cover, perfect-bound.

TITLE: Your Federal Income Tax.

CATALOG NUMBER: 10311G.

ITEM: Pub. 17 (2000) CENTRAL.

QUANTITY: 1,647,198 copies, plus or minus none.

CHANGES IN QUANTITY: The Government, for the FINAL QUANTITY, may submit increases or decreases of up to 3% percent of the quantity stated above. This quantity adjustment may be made in writing or be telephone and will be the FINAL quantity. Billing adjustments for scheduled quantity changes (+ or -) will be at the contractor's quoted "ADDITIONAL RATE". (See "OFFERS"). If no changes have been received by November 3, 2000, the bid quantities will stand as the FINAL contract quantity. Any further adjustment, due to extenuating circumstances, will be negotiated with the contractor.

Statistical Determination of Actual Quantities Shipped: The Government has developed a Statistical Sampling Program for determining quantities received by IRS destinations. Two basic methods will be available, the hand counting method and the machine counting method. The contractor agrees that the Government may choose either or both methods for quantity verification. Where shortages occur the contractor will have to make up the shortages (if time permits) or be subject to corrective action.

TRIM SIZE: 210 to 216 x 276 to 279 mm (8-1/4 to 8-1/2 x 10-7/8 to 11"), bind on 275 to 279 mm (10-7/8 to 11") dimension.

GOVERNMENT TO FURNISH:

Two 93 mm (3-1/2") floppy disks one containing addresses for POD Distribution and one for POL distribution, and record layouts. The disks were created on an IBM platform. Files created are in ASCII text format, ZIP code sorted. Contractor will have to manipulate text into a maximum of 4 lines per address.

One set of camera copy of text (contractor must set a GPO imprint line and insert per GPO Pub. 310.2, page 9, para. 9) and IRS carton label (label image is approx. 195 x 114 mm (7-11/16 x 4-1/2")).

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

REPRODUCIBLES: The contractor must make all films required. Reproduce camera copy same size. Reproducibles made by the contractor and furnished camera copy may be destroyed 90 days after completion of delivery.

PROOFS: None required.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards" No. 11, in effect at the time the offer is submitted.

Text: White/Natural Shade Newsprint (MUST be a light shade) Newsprint, grammage 40 to 52 g/m² (basis weight: 25 to 32 lbs per 500 sheets, 24 x 36"), equal to JCP Code A10, or at contractor's option, White Offset Book, grammage 75 g/m² (basis weight: 50 lbs per 500 sheets, 25 x 38"), equal to JCP Code A60. All text paper used in each copy must be of a uniform shade. No JCP Code A70 paper allowed.

Cover: White Vellum-Finish Cover, grammage 135 or 175 g/m² (basis weight: 50 or 65 lbs per 500 sheets, 20 x 26"), equal to JCP Code L20. All cover paper must have the grain parallel to the spine.

PRESSWORK: Print cover and text head to head. Print cover in a match of Pantone's 300 blue ink and text in black ink. There may be up 3 halftones/flat tones.

Format: Text 272 pages, including blanks. Cover - 1 thru 4 and backstrip.

MARGINS: Cover -- Head 13 mm (1/2"), outside 13 mm (1/2"),

Text -- Head 10 mm (3/8"), outside 10 mm (3/8").

NOTE: Dotted lines on Cover 3 and Cover 4 must align.

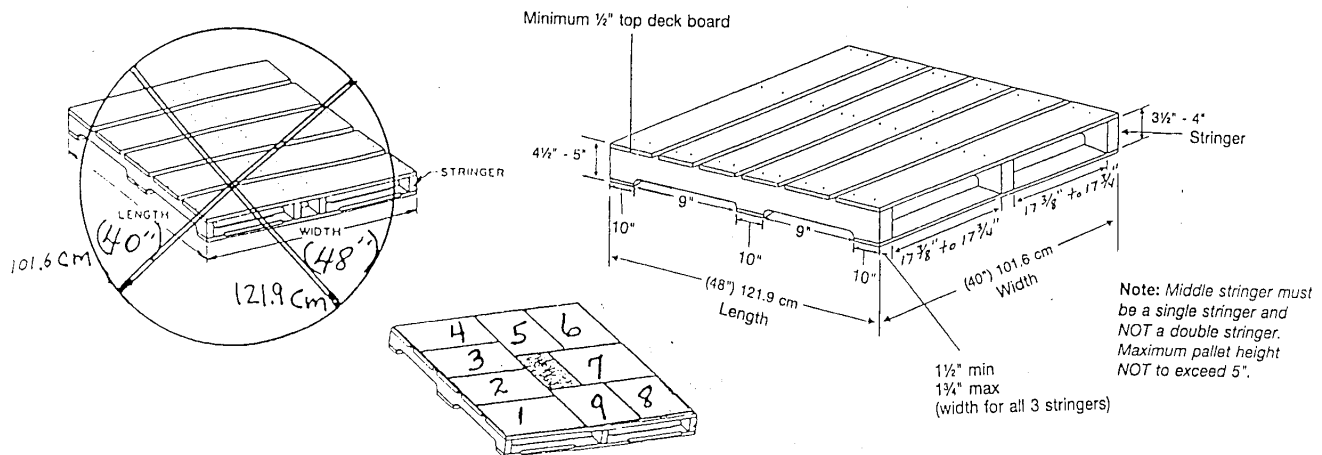
BINDING: Perfect-bind text and wraparound cover; trim three sides.

PRESS SHEET INSPECTION: Final makeready press sheets will be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. A printed sample of the carton label and a pallet constructed per specifications must be available at the time of inspection. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued September 1991. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

PACKING: No internal wrapping or tying. Place full size corrugated boards on top, bottom, and vertically between stacks. Pack 30 copies per shipping container, in 2 stacks. Pack solid in corrugated or solid fiber shipping containers, bursting strength: 200 p.s.i., minimum. The cartons, if stapled, may only be stapled on the bottom and/or side, in accordance with GPO Contract Terms (310.2), and the label must be applied to coincide with this construction, that is, no staples are to be on the top.

Pallets are required.

Pallets for IRS consignments: Pallets must be type III and must conform with Federal Specifications NN-P-71C, and any amendments thereto except for dimensions (as shown under "Palletizing") and single center stringer. Full entry **MUST** be on the 101.6 cm (40") width. Strict adherence to these dimensions is necessary to accommodate storage requirements of IRS distribution centers. Receipt of incorrect pallets may result in a charge for each incorrect pallet which will be assessed against the contractor. This charge will cover additional costs incurred by IRS to repalletize the shipment onto correct pallets.



Palletizing: Cartons shall be stacked on pallets using a reverse layer pattern, 9 cartons per layer, with a maximum height of 139.5 cm (55"), including pallet. Cartons must be fastened securely to the pallet in a manner that will prevent movement during transit but permit ready removal, without damage to the cartons, at destination. Neither metal strapping nor pallet caps are to be used. There must be no more than one partial pallet per destination.

LABELING AND MARKING: Reproduce shipping container label from furnished camera copy, fill in appropriate blanks and attach to shipping containers. Correct labeling of shipping cartons, in strict accordance with the requirements of these specifications, is essential to the identification, distribution and warehousing activities of the ordering agency.

If not entered on the carton label copy furnished by the IRS, the following items must be filled in by the contractor in a 20 Point Bold typeface: Carton# ___ of ___ (small package carrier shipments only); From (Contractor's Name and Address); To* (Consignee, office codes within an address must appear on carton label); Carton Quantity (Number of copies in each carton); and GPO Jacket Number (and Program Number and Print Order Number, if applicable).

*At the contractor's option, the consignee address may be eliminated from the carton labels on all full and secure pallet loads. If this option is exercised, then in addition to the cartons being labeled, pallets require labels containing the full shipping address on all four sides of the load on the pallet.

MISLABELING/QUANTITY/LOOSE PACKING--PRICE REDUCTION

1. In addition to other inspection procedures detailed elsewhere in these specifications, each receiving office will inspect shipments for label accuracy, carton quantity, and loose packing. In the event one or more mislabeled cartons are discovered, each carton which must be opened and inspected and/or relabeled will reduce the contract price by \$2.00. In the event it is determined by the receiving office (either through the accompanying bills of lading for freight shipments or through association with other cartons received) that the contents of one or more cartons is wrong, thus resulting in a shortage of the item, the contractor will be charged the \$2.00 per carton inspection/relabeling fee mentioned above and will be required to make up the shortage for each affected office. In the event that cartons are crushing, collapsing, and/or bursting, and it is determined that the cause is due to the cartons not being packed solid, or some other reason within the contractor's control, the contractor will be charged \$2.00 per carton for repacking and repalletizing.

2. "Mislabeling" means any error on the carton label which incorrectly states or identifies the title of the form; the form identification number; or the quantity of forms actually contained in the carton.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes -- Level IV.
- (b) Finishing Attributes -- Level IV.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

- P-7. Camera copy
- P-8. Camera copy
- P-9. Pantone Matching System color

QUALITY ASSURANCE RANDOM COPIES: The contractor MUST submit 200 quality assurance random copies, at the completion of production, to test for compliance against specifications. The contractor must divide the entire order into equal sublots and select one copy from a different general area of each subplot. The contractor will be required to execute "Certificate of Selection of Random Copies", furnished by GPO, certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

These randomly selected copies must be packed separately and identified by a special Government-furnished buff label, affixed to each affected container. Additional labels, if needed, are to be reproduced on buff stock. The container and its contents shall be recorded separately on all shipping documents and sent at contractor's expense,

by traceable means, to U.S. Government Printing Office, Printing Procurement, Stop: PPSQ, Room A-843, Quality Assurance Section, Washington, DC 20401.

A copy of the SPECIFICATIONS and the signed Government-furnished "Certificate of Selection of Random Copies", must be included with the Quality Assurance Random Copies..

DISTRIBUTION: Ship f.o.b. contractor's city and f.o.b. destination as indicated.

The following two consignments ship f.o.b. destination:

Ship 90 sample copies to the U.S. Government Printing Office, Stop: PPP, Room C-817, Attn: IRS Control Desk, North Capitol & H Sts., Washington, DC 20401.

Ship 30 sample copies and furnished material to IRS, 1111 Constitution Avenue, NW, Room 1237, Attn: Ron Hazell, OP:FS:M:T:S, Washington, DC 20707.

The remaining consignments ship f.o.b. contractor's city:

Distribution list (USDA) 7,532 total copies. Ship 7,532 to 37 destinations via small package carrier; quantities with the number of destinations in parentheses are as follows: 1(1), 5(1), 10(2), 15(1), 16(1), 20(1), 25(2), 30(2), 50(3), 55(1), 70(2), 80(1), 85(1), 100(1), 150(1), 200(2), 285(1), 300(5), 600(1), 1,600(1), and 2,000(1).

POD distribution (disk and record layout to be furnished): Ship 151,800 copies to 198 nationwide destinations in full carton quantities as follows: Freight Shipments 1,621 cartons to 23 total destinations in various quantities; SPC (UPS/RPS) -- 3,439 cartons to 175 total destinations in various quantities.

POL distribution (disk and record layout to be furnished): Ship/Mail -- 913,736 to 59,912 nationwide destinations as follows: SPC: 730,636 copies to 48,998 nationwide destinations as follows, quantities with the number of destinations in parentheses is as follows: 1(6,432), 2(1,804), 3(717), 5(5,497), and 20(34,548); Mail: 183,100 copies to 10,914 nationwide destinations, quantities with the number of destinations in parentheses is as follows: 1(261), 2(177), 3(55), 5(1,740), and 20(8,681).

Ship 573,930 copies (per Distribution List) to the following 5 destinations:

8,250 copies to IRS, Austin IRS Center, Warehouse & Dist. Stop 1475, 2021 East Woodward Street, Austin, TX 78741.

210 copies to IRS, Kansas City IRS Center, S/R&W MS 1424, Bldg. 22, Annex 3, 15618 West 99th, Lenexa, KS 66219.

3,000 copies to IRS, Cincinnati IRS Center, Inventory Stop 623, 7940 Kentucky Drive, Florence, KY 41042.

3,600 copies to IRS, Memphis IRS Center, Stop 9425, 5333 Getwell Road, Memphis, TN 38118.

558,870 copies to IRS CADC, Central Area Distribution Center, 2402 East Empire, Bloomington, IL 61799.

Government bills of lading (GBL's) will be furnished for all freight or air express shipments to deliver outside the contractor's ICC Commercial Zone, except for a few, small f.o.b. destination shipments. The GBL's will have designated carriers which the contractor MUST use. The contractor must give the designated carrier a minimum of 2 workdays notice for pick-up. The contractor does not have the authority to change a designated carrier without IRS authorization and will be responsible for any additional shipping costs in the event of an unauthorized change. The contractor must report any carrier-related problems to the IRS immediately. Telephone 202-622-7350, between the hours of 8:30 am -- 3:30 pm prevailing eastern time, on Federal workdays. If the carrier refuses the shipment, the contractor must provide the following information: contractor's name, location, date and time of shipment refusal, carrier name, name of carrier contact, GBL number, requisition number, and a brief description of the problem. If necessary the IRS may authorize the use of another carrier. All unused GBL's should be returned to the IRS, NOT the GPO.

The contractor is responsible for ensuring that the proper weight and pieces are shown on the GBL, that the date of receipt of shipment is accurately entered by the carrier's agent, and the proper paperwork is issued to the carrier. Public Vouchers, submitted by the contractor for payment of printing, must be accompanied by a signed copy of the GBL. All memorandum copies of the GBL must be legible to be acceptable as proof of shipment. The contractor will not incur or pay any freight charges when using GBL's as the carrier will bill IRS directly.

Multiple Truckload Shipments: Whenever possible full truckloads should be utilized (e.g., use a full truckload and a partial truckload rather than two partial truckloads). The contractor will be provided multiple GBL's for shipments to an individual destination exceeding a truckload. Only one bill of lading should be released for each truckload. Any extra GBL's should be returned to the IRS, NOT to the GPO.

Small Parcel Shipments: When the contractor is required to ship via small package carrier (SPC), the IRS will provide an IRS small package carrier account number. Contractors must notify the IRS at 202-622-7350, at least three Federal workdays, prior to the scheduled ship date, if a carrier account number has not been issued. If multiple small package carriers are to be used, an account will be assigned for each carrier. Contractors are required to ship using the designated carrier(s) and IRS account number(s) or be responsible for any additional shipping costs. If the U.S. Postal Service is used, camera copy for postage and fees paid labels will be furnished.

For IRS shipments the contractor must FAX pertinent shipping information to IRS. See under "SCHEDULE".

SCHEDULE: Purchase order number by telephone by September 11, 2000.

Furnished material will be available for pick up at the U.S. Government Printing Office, 27 G St., NW, Washington, DC 20401, on November 6, 2000.

Note: The Government will attempt to meet the schedules stated in these specifications. However, late Congressional tax legislation, etc., may cause a delay in Government furnished material, which would either extend the contract in accordance with GPO Pub. 310.2, Pg. 15, Art. 12, or require negotiating with GPO for an alternate schedule.

The contractor, 72 hours prior to press production, must FAX IRS Form 9558 (copy of Form to be furnished with purchase order) to 202-622-6629 with the following information: 1) Jacket and Requisition Numbers; 2) Name of company; 3) Location and address of inspection site; 4) Name and phone number of contact person; and 5) Date and time of inspection.

Whether IRS elects to be present for the inspection, or waive the inspection, you will be notified at least 24 hours prior to the time for inspection. If IRS fails to respond, proceed as you would have, had there not been an inspection. Attendance at, or waiver of, the inspection does not affect any other provision of the contract. Do not hold up production unless specifically authorized by GPO.

When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

Ship per the following schedule. If no shipping priority is received, ship furthest destination first, closest destination last.

Daily Shipping Verification: The contractor must update the Shipping Information Status via e-mail communicating to IRS as the product ships on a daily basis using their state code, contractor code and a password. The contractor must have Internet access ability provided through the contractor's Internet Service Provider (ISP) with a browser of Internet Explorer 4.0, Netscape 4.0 or better and an established e-mail address. The majority of the information will be included in the report from the IRS to the contractor but the contractor is responsible for the verification and correctness of information supplied back to IRS. If there is any information missing or incorrect, please contact Ron Hazell on 202-622-8157.

The Daily Shipping Verification is used for the purpose of updating IRS databases and to inform destinations of the shipping and quantity status. This information is required every IRS workday and any delay or missed input could result in a delay of payment.

The report should include:

1. *GPO Jacket Number
2. *IRS Requisition Number
3. *Product Name
4. *IRS Catalog Number
5. *Order Point Number, Account Number or the first 3 digits of the Zip Code
6. *Contractor ID Number (3 digit state code + 5 digit contractor code)
7. *Destination
8. Ship Date
9. Quantity Shipped
10. Mode of Transportation
11. SCAC or Carrier Name (if applicable)
12. GBL/Tracking Number (if applicable)
13. Per piece weight factor
14. Carton quantity

* Indicates information provided by IRS

Ship complete on or before November 22, 2000.

IRS Quantities: Within 24 hours after the release of each truck shipment and the completion of small package carrier shipments and/or mailing, the contractor will FAX to the Government, on 202-622-6629, the following information:

- 1) Name & phone number of person calling and Company Name;
- 2) GPO Jacket Number and IRS Form Number; and
- 3) Quantity being shipped, date of release, and destination for truck shipments (not needed for small package carrier shipments or mailing).

In addition to the above the contractor must complete and send, via certified mail, IRS Form 5872 (Shipping Data Transmittal and Certification furnished with bills of lading) within one workday following the final shipment. Specific instructions for completion and mailing of this form will be furnished with the form.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Toll Free WATS lines to the GPO are available to successful bidders to report information regarding compliance with schedule requirements under "SCHEDULE". The toll free number is 1-800-424-9470 or 9471 and for calls originating in the Washington, DC area, 202-512-0516 or 0517. Personnel answering these calls will be unable to respond to questions of a technical nature. These calls cannot be transferred to other telephones in GPO.

OFFERS: Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for each additional 1,000 copies. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award.

Transportation charges are a factor in determining award.

Contractor **MUST** indicate in his bid the **WEIGHT** of the paper he will furnish for each part of the set. This information is needed to evaluate freight and/or mail costs for award purposes. If this information is not indicated in the bid, the bid will be evaluated using the **MAXIMUM** specified paper weight.

Contractor must give the location (post office, city and state) from which any required mailing will be made, and the location (city and state) of the plant(s) from which this product will be shipped. NOTE: Unless a different shipping point(s) is indicated by the bidder on GPO Form 910 the city and state shown as the bidder's address thereon will be used for determination of transportation charges. If shipment is not made from evaluation point, contractor will be responsible for any additional shipping costs incurred. Contractor is responsible for all deliveries in own ICC commercial zone, per GPO Pub. 310.2, page 8, paragraph 6.

Bids received based on shipping the specified f.o.b. contractor's city consignments via f.o.b. destination will be considered nonresponsive.

SUBMIT BIDS TO: U.S. Government Printing Office, Bid Section (PPSB), 45 G Street NW, Room B-104, Washington, D.C. 20404. **FACSIMILE BIDS are permitted. Submit TWO copies of each facsimile bid to FAX No. 202-512-1782, one bid per facsimile.** Refer to Solicitation Provisions in GPO Contract Terms (GPO Publication 310.2), Page 1, Paragraph 6.

The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. Facsimile bids transmitted to GPO offices will not be considered.

Bid Results: The next workday following bid opening, bid results may be obtained by calling 202-512-0357 for a taped message. For your convenience, you may wish to record this information.